

# Vacancy Announcement

<b>Announcement #</b>	438-10155	<b>Position</b>	Medical Supply Technician Intern		
<b>PayPlan</b>	GS	<b>Series</b>	0622		
<b>TargetGrade</b>	6	<b>Target PD</b>		<b>Pay Range</b>	\$34,907-\$45,376
<b>Dev Grade</b>	5	<b>Dev PD</b>		<b>Dev Pay Range</b>	\$31,315-\$40,706
<b>1st Dev Grade</b>		<b>1st Dev PD</b>		<b>1st Dev Pay Range</b>	
<b>Opens</b>	05/20/10	<b>Closes</b>	05/28/10	<b>Openings</b>	1
<b>Tour of Duty, etc</b>	Monday-Friday; 8:00 a.m.-4:30 p.m.				
<b>Special Comments</b>					
<b>Service</b>	Logistics Service				
<b>Section</b>	Supply, Processing & Distribution Section (SPD)				
<b>Area/Consideration</b>	Current employees, veterans and status applicants				
<b>Duty Site</b>	Sioux Falls, SD				
<b>Major Duties</b>	<p>Sioux Falls is recruiting for a Medical Supply Technician Apprenticeship. You will be an active member of the VA Healthcare Team applying your knowledge and skills to real world tasks. During an intensive 24-month program, you will gain comprehensive working knowledge of Supply, Processing and Distribution (SPD) in the VA under the tutelage or trained, experienced preceptor.</p> <p>Upon successful completion of the program, you will be assigned to an available permanent Medical Supply Technician position with a target grade of GS-06. Interns will be required to sign a Mobility Statement agreeing to an available permanent position anywhere in the Department of Veterans Affairs. Moving expense will be covered by the Government upon completion of the two-year program and final placement.</p> <p>Major Duties: Intern rotates among various duty assignments in SPD which include decontamination preparation, storage and distribution, equipment section and endoscopy</p>				

processing. This intern/apprentice position is a developmental position in Supply, Processing, and Distribution (SPD), intended to provide experience, on-the-job training (both formal and informal) in the following: directives, handbooks, policies, operations and practices in sterilization, decontamination, and distribution of equipment and clean/sterile patient care supplies. The position is intended to develop and foster knowledge, skills and abilities necessary for a successful career in SPD within the federal government and VHA. The intern will gain experience and in-depth knowledge of sterilization and decontamination operations, and an in-depth understanding of the regulations, policies, directives, processes and standard operating procedures and management of SPD operations will be attained.

## **Time In Grade**

## **Qualifications**

**QUALIFICATIONS REQUIREMENTS FOR GS-5:** You must have specialized experience and/or education directly related to this position, which has equipped you with the particular knowledge, skills, and abilities to successfully perform the assigned duties. When answering the questionnaire, remember that your experience and/or education is subject to verification by investigation. You must show this experience in your resume/application, you may be asked to provide specific examples or documentation of experience or response by a practical demonstration of your claimed ability to perform a task.

You must have one (1) full year of specialized experience that equipped you with the particular knowledge, skills, and abilities to perform the duties of this position successfully that is equivalent to at least the GS-4 level in the Federal service. Specialized experience includes: clean/sterile storage in SPD Bulk storage area, and secondary clean/sterile storage areas on patient treatment units, performing daily inventory S&D (Storage and Distribution) area items and replenishment items, assembly and packaging a variety of single instruments, wrapping techniques for trays, basin sets and single instruments and trays not intended for the Operating Room. The intern will become familiar with medical terminology, package inspection and stock rotation, and will also become familiar and knowledgeable of the facility's hazardous chemical program and OSHA safety requirements associated with the use of ethylene oxide as a sterilizing agent. The intern will learn to identify external sterilization indicators and apply load control labels, correctly identify and label instruments for sterilization using manufacture catalogs

and SOD instrument set sheets, and learn to re-assemble, and inspect instruments and sets to ensure proper fit, function, and discerns between floor grade and surgical grade instruments. The position requires standing and moving from one part of the room to another while performing duties and will require lifting packages weighing 50 lbs and pushing carts weighing up to 300 lbs, etc.

OR

#### EDUCATION SUBSTITUTION

You must have a four year course of study above high school leading to a bachelor's degree with courses related to the position. This education must have been obtained in an accredited college or university. (TRANSCRIPTS REQUIRED)

OR

combinations of experience and education

You must have a combination of experience and education as describe above. This education must have been obtained in an accredited college or university. (TRANSCRIPTS REQUIRED)

A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

A transcript or course listing must be submitted if you are basing all or part of your qualifications on education. See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications> .

GS-5: Applicant must possess one year of specialized experience at the GS-4 level OR a four year course of study above high school leading to a bachelor's degree with courses related to the occupation.

GS-6: Applicant must possess one year of specialized experience at the GS-5 level.

**General Experience:** Experience that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the processes that involved cleaning and sanitizing items and inventory. Examples of qualifying general experience include housekeeping aid, laundry worker, warehouse worker involved in receiving and inspecting medical supplies, emergency medical technician.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupations in the organization. Experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing and issuing sterile and unsterile medical supplies and equipment. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, LPN, corpsman or laboratory worker.

## **Rating Factors**

KSAO #1: Knowledge of medical instruments, supplies and equipment and infection control principles/Universal Precautions.

KSAO #2: Ability to follow both oral and written guidelines and instructions in learning new work assignments.

KSAO #3: Ability to recognize and adapt to changing priorities, and deal effectively with problems, issues and situations which occur in daily activities.

KSAO #4: Ability to apply interpersonal skills, communication skills, creative thinking, and technical expertise to identify, evaluate and select alternative solutions to problems.

KSAO #5: Ability to work safely under pressure.

## **Application Process**

Current Sioux Falls VAMC Employees

- Complete and current OF-612, "Optional Application for Federal Employment" or resume.
- Copy of latest performance evaluation
- Responses to Rating Factor (KSAO) listed above, addressed

individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.

External Applicants must submit an application package consisting of:

- Complete and current OF-612, "Optional Application for Federal Employment" or resume. If you are submitting a resume, it must include the following information:
  - A. Announcement Number, Position Title, Pay Plan, Occupational Series and Grade.
  - B. Full legal name and complete mailing address
  - C. Daytime, as well as evening telephone numbers, including area code.
  - D. Country of Citizenship
  - E. Social Security Number
  - F. For experiences most relevant to the position, include name and address of employer, job title, starting and ending dates (month and year), average hours worked per week, supervisor's name and telephone number, and a description of your duties. If the position is (was) with the Federal government, state the series and grade or pay level. Indicate if we may contact your current supervisor.
  - G. Highest Federal Civilian grade held, along with the position title, occupational series and dates held.
  - H. For all colleges/universities attended, provide name, location and dates of attendance. Specify type and date of degree awarded, if any.
  - I. Description of training, honors, awards, recognition, license or certification relevant to the position.
- OF 306, "Declaration for Federal Employment. You must complete this form to determine your acceptability for Federal employment.
- Copy of latest performance evaluation.
- SF-50 "Notification of Personnel Action" - Attention all previous and current Federal Status Eligible Candidates and any Veteran who received a career conditional/career appointment based on the Veteran Employment Opportunity Act (VEOA), must provide their last or most recent appointment/promotion SF-50, 'Notification of Personnel Action' which indicates proof of competitive status.
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a legible copy of ALL DD-214's

showing all dates of service as well as character of service (honorable, general, ect.). Note: More than one DD-214 may be needed to show all dates of service. You will be given preference based on the information you submit with your application. Failure to provide this information will deem the applicant ineligible.

- Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 with current proof of a service-connected disability. 10-point preference will only be given when proper documentation is submitted.
- References: Provide name, address, phone and relationship for three to four references.

Each position that you apply for requires a separate application with the Vacancy Announcement for the position for which you are applying printed clearly on the application. These forms may be obtained through the Human Resources Office or from [www.sioxford.va.gov](http://www.sioxford.va.gov). Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office, 2501 W. 22nd St., Sioux Falls, SD 57105 not later than the closing date. For additional information contact Coleen Wright, (605) 333-6852 or [Coleen.Wright@va.gov](mailto:Coleen.Wright@va.gov).

**WHAT TO EXPECT NEXT:** Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**EQUAL EMPLOYMENT:** Applicants will receive consideration without regard to race, color, sex, religion, partisan political affiliation, national origin, age, physical or mental handicap.

**SECURITY:** Appointments in the Federal Government are subject to a criminal background investigation.

**CONDITION OF EMPLOYMENT:** Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in processing.

This agency provides reasonable accommodations to

applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html) . All education claimed by applicants will be verified by the appointing agency accordingly.

**Foreign Education:** To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**REQUIREMENTS** (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment):

Applicants must meet any physical, language, license or degree requirements.

Applicants must be citizens of the United States.

Applicants tentatively selected for certain designated positions may be subject to a random drug screening for illegal drug use. Applicants who refuse to be tested will be denied employment.

New Appointees may be subject to a probationary period.

New Appointees will be subject to a background investigation to determine suitability.

An OF-306, Declaration for Federal Employment (version dated January 2001), must be submitted prior to appointment. This form is available at [www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf).

**Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition

Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.